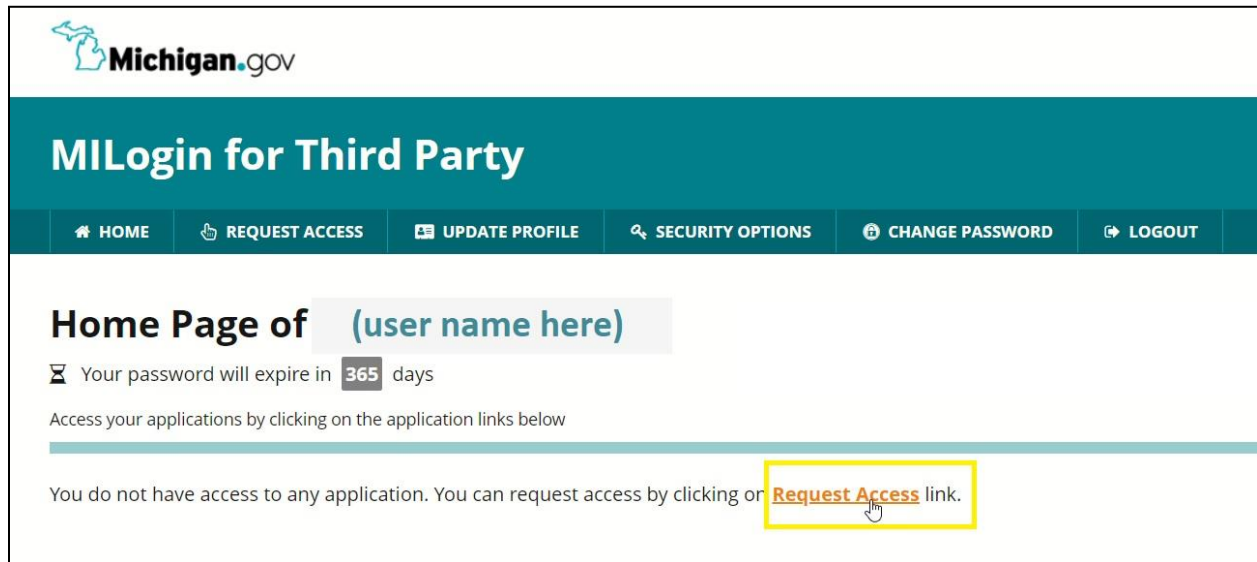


MKN LRP FILE TRANSFER APPLICATION SYSTEM ACCESS:

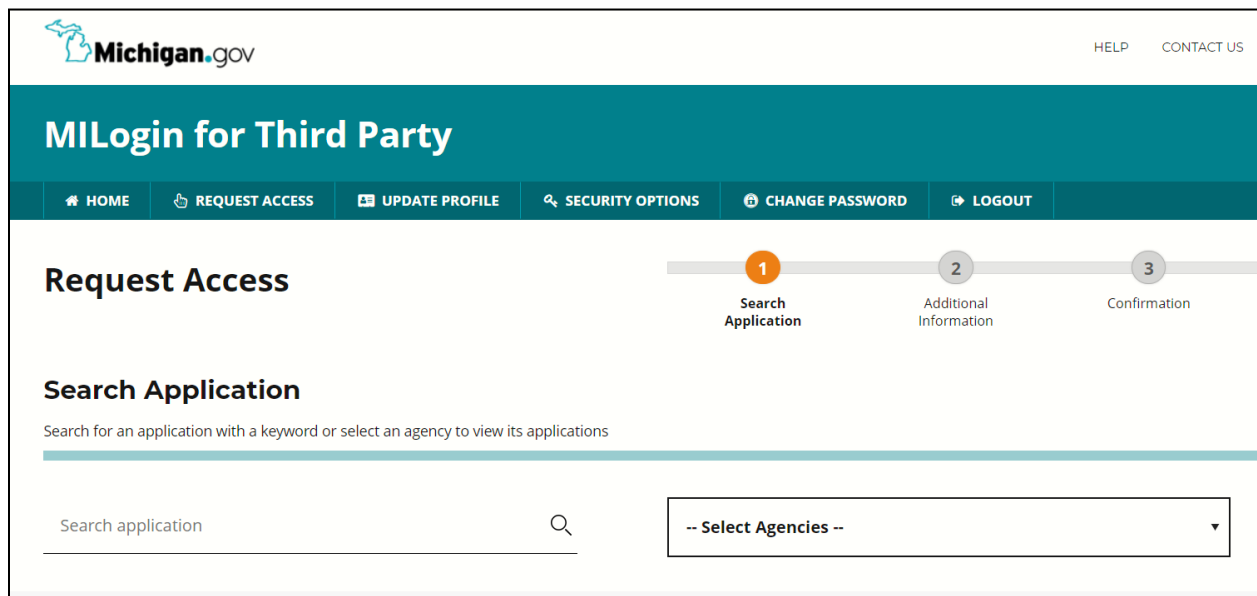
Instructions – Steps With Examples


In order to access the File Transfer Application system and submit your application materials, please follow the steps below:

1. Create an account with the State of Michigan MILogin system using following link:
<https://milogintp.michigan.gov>
2. Once an account is created, select the option “Request Access” (highlighted below).



3. In the “Search Application” field, enter “File Transfer”. Upon entering this in the blank field, the [DHC-File Transfer](#) option will appear below.





HELPCONTACT US

MILogin for Third Party

HOME

REQUEST ACCESS

UPDATE PROFILE

SECURITY OPTIONS

CHANGE PASSWORD

LOGOUT

Request Access

1

Search Application

2

Additional Information

3

Confirmation

Search Application


Search for an application with a keyword or select an agency to view its applications

File Transfer

DCH-File Transfer

-- Select Agencies --

4. Select the [DCH-File Transfer](#) option. To the right, under the **-- Select Agencies --** dropdown window, select **"Michigan Department of Health & Human Services (MDHHS)"**.



HOME | HELP | CONTACT US | POLICIES

Copyright 2015-2022 State of Michigan

Request Access

1

Search Application

2

Additional Information

3

Confirmation

Search Application

Search for an application with a keyword or select an agency to view its applications

DCH-File Transfer

DCH-File Transfer

MDHHS

Michigan Department of Health & Human Services (MDHHS)

-- Select Agencies --

-- Select Agencies --

Center for Educational Performance and Information (CEPI)

Department of Labor and Economic Opportunity (LEO)

Department of Military and Veteran's Affairs (DMVA)

Department of Technology, Management and Budget (DTMB)

Licensing and Regulatory Affairs (LARA)

Michigan Civil Service Commission (MCSC)

Michigan Department of Agriculture & Rural Development (MDARD)

Michigan Department of Corrections (MDOC)

Michigan Department of Education (MDE)

Michigan Department of Environment, Great Lakes, and Energy (EGLE)

Michigan Department of Health & Human Services (MDHHS)

Michigan Department of Natural Resources (DNR)

Michigan Department of Transportation (MDOT)

Michigan Department of Treasury

Michigan Gaming Control Board (MGCB)

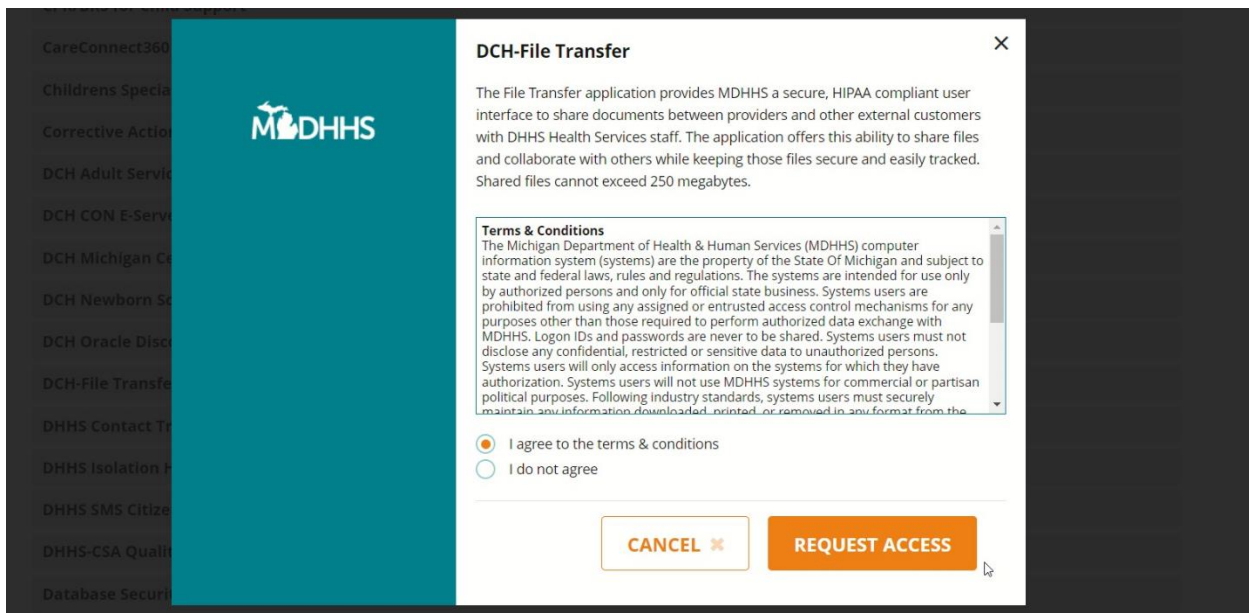
Michigan Secretary of State (SOS)

Michigan State Housing Development Authority (MSHDA)

5. From there, a list of access areas will appear below. Select **"DCH-File Transfer"** from this list.



6. From the pop-up window, review the terms and conditions. From there, select **"Request Access"**.



7. In the new window (below), ensure all correct information is present. Then select **“Submit”**.

Request Access

1

2

3

✓ Search Application

Additional Information

Confirmation

Additional Information

Provide following information to submit your access request

* Required

*Email Address

(applicant email address here)

Mobile Number


*Work Phone Number

(applicant phone number here)

SUBMIT

RESET

8. Once you return to the MILogin Homepage and you have been granted access, you will see the [DHC-File Transfer](#). Select this link.

HELP

MILogin for Third Party

HOME

REQUEST ACCESS

UPDATE PROFILE

SECURITY OPTIONS


CHANGE PASSWORD

LOGOUT

Home Page of (user name here)

⌚ Your password will expire in 365 days

Access your applications by clicking on the application links below

Michigan Department of Health & Human Services (MDHHS)

DCH-File Transfer

9. After selecting the above link, you will be taken to a new window. First, ensure your present information is correct.

Next, enter in your remaining information in the blanks (see below).

New User
> All fields marked with ' * ' are mandatory

The following information is required to complete the File Transfer application access subscription. Upon submitting an email will be sent to the Administrator for approval. You will be notified once the request is approved.

User Information

User Id : Last Name : First Name :
Email :
Business Name :
Phone * : [Enter 10 digit phone number.]
Work Address :
City : State : Zip :

Transfer to Area

Select Area to transfer files * :

10. Once all information is complete, move on to the **Transfer to Area** section below. From the **Select Area to transfer files*** dropdown window, select “DHHS_MKN LRP” (highlighted in red below). Then, at the bottom of the page, select the “Submit” button.

Transfer to Area

Select Area to transfer files * :

- DHHS-Compliance Exam Review 2
- DHHS-Compliance Exam Review 3
- DHHS-Data-WSU
- DHHS-FEDERAL-AUDIT
- DHHS-MKN LRP**
- DHHS-Michigan State Loan Repayment Program
- DHHS-SBS-AUDIT
- DHHS-SBS-AUDIT-2
- DHHS-SBS-AUDIT-3

11. Once your information has been submitted correctly, you will see the window below. As stated in the below window, you will receive an email when your access request is processed.

File Transfer New User

User Name :

Your request for access to File Transfer Application has been submitted. You will receive an email when your access request is processed. If five days have passed and your request has not been processed, please contact MDHHS-File-Transfer-Support@michigan.gov for assistance.

PLEASE NOTE

If you are still experiencing difficulty in trying to access the File Transfer Application System, please contact the [File Transfer Support Team](#) as they are best equipped to deal with technical system issues. They can be contacted at DCH-File-Transfer-Support@michigan.gov.